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| --- | --- |
|  | Celebrities Drill Team |

# Absence Request

## Absence Information

|  |  |
| --- | --- |
| Celeb Name: |  |
| Date Submitted: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Type of Absence Requested: | | | | | | | | | |
|  |  | Sick | |  | Vacation |  | Bereavement |  | Work |
|  |  |  |

|  |  |
| --- | --- |
|  | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of Absence: From: |  |  | To: |  |

|  |
| --- |
| Reason for Absence: |
|  |
| *You must submit requests for absences, other than emergency leave, TWO WEEKS prior to the first day you will be absent.* |

|  |  |
| --- | --- |
|  |  |
| Celebrity Signature | Date |

## Director Approval *(Director’s Use Only)*

|  |  |  |
| --- | --- | --- |
|  |  | Approved |
|  |  | Denied |

|  |
| --- |
| Comments: |

|  |  |
| --- | --- |
| Director Signature | Date |